N TARGET

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with the Iowa DNR Records Program

The Records Center staff strives to serve both the public and DNR staff by managing the Department's Records efficiently and with a high degree of integrity. For more information; Contact Leslie Leager at 515-281-4790 or leslie.leager@dnr.iowa.gov

What is a Record?

A Record Is:
A document, book, paper, electronic record, photograph, sound recording, or other material, regardless of physical form or characteristics, made, produced, executed or received pursuant to law in connection with the transaction of official business of state government. Iowa Code 305.2(9) (2007)

Examples of what a Record Is
Draft Documents, Presentations, Contracts, Letters & other Correspondence, Bid Documents, Reports, Spreadsheets, Legal Documents. Permit Application, Letter to Citizen, Rulemaking Document, Section Meeting Notes, Investigation Report

Copies, Information & Original Records
Original records become the official record.
Copies of official records do not need to be kept.
Informational pieces not used to make decisions do not need to be kept.

Records Management
Active records are typically kept in the program staff's office through project completion.
However, if project files are utilized by several staff or are of particular interest to the public they are kept in the Records Center on the 5th floor.
The Record Center is staffed between the hours of 8:00 – 4:30 and provides an easy check in and checkout system for files. Staff can check out files and take them to their desks. There is a public viewing area along with copying and scanning services.

Open Records Requests

The Records Center facilitates the public and staff's ability to access open records by maintaining a reception counter for immediate retrieval of documents, along with taking requests by phone, e-mail and fax.

- **Staff File Requests:** 554
- **Public File Requests:** 179

The three (3) most requested files types are:
- Leaking Underground Storage Tanks
- Hunter Education
- Hunting License Verifications

New Files Generated

The Records Center currently manages 90+ retention series (active files) for program areas.

Number of files created: 154
Types of files created:
- Agricultural Operations Permits (Wastewater)
- Wastewater Facility (Sewage)
- Flood Plains
- Storm Water
- Leaking Underground Storage Tanks (LUST)
- Misc. Leaking Underground Storage Tanks (LUST)
- Underground Storage Tanks (UST)
- Standard Specifications
- Tax Certifications
- Treatment Agreements
- Table of Authorized Positions

Electronic Records

Listed below are Program Areas that have made their Records available online.

- **SWAP (Solid Waste Alternative Program)**
  2,621 pages scanned for a total of 49,834 images online.
  Website:
  http://programs.iowadnr.gov/swap/ContractSearch.aspx
- **Solid Waste**
  24,492 pages scanned for a total of 449,974 images online.
  Website: http://www.iowadnr.com/waste/sw/
- **Contaminated Sites**
  2,909 pages scanned for a total of 638,037 images online.
  Website:
  http://programs.iowadnr.gov/contaminatedsites/pages/search.aspx
- **Air Quality**
  10,555 pages scanned, with more than 1 Million plus images are posted online.

Water Supply

Water Supply Records Center manages active and inactive files for program areas that are located at 401 SW 7th Street in Des Moines:

- **Number of files created:** 21
- **Number of documents filed:** 2,176

Air Quality

Air Quality Records Center manages active and inactive files for program areas that are located at 7900 Hickman Road in Urbandale.

- **Public File Requests:** 14
- **Staff File Requests:** 76
- **Number of (new/modified) files created:** 16

Electronic Inventories

Soon, a comprehensive electronic inventory will be available of all files (paper, film, fiche) that are managed by the Records Center. Some of those inventories are complete and available electronically.

List of Complete Inventories
- ADM 1-1-1 Commission Meeting Minutes
- CON 3-4-1-3 Flood Insurance Correspondence (County & City)
- CON 11-3-2 Agricultural Wastewater Operation Permits
- CON 11-4-1 Wastewater Sewage Facility Files
- CON 11-32 Non-Point Source
- CON 11-34 Storm Water
- CON 12-1-1 Solid Waste, SDP (Sanitary Disposal)
- CON 12-2-3 Spills
- CON 12-7-1 Underground Storage Tanks (UST) *(New)*
- CON 12-7-5 Leaking Underground Storage Tanks (LUST)
- CON 12-15 Contaminated Sites
- CON 12-17-11 Solid Waste Alternatives Program (SWAP)

DID YOU KNOW? **Staff may access these inventories by visiting the Records Center Front Desk Computer.**

The Records Center serves as the repository for the Department's records that include critical environmental documents.